



REQUEST FOR PROPOSALS

The Iowa Department of Natural Resources (Department) is seeking parties interested in applying for funds to pay for the performance of Energy Audits (EAs) and/or Technical Engineering Analyses (TEAs) for retrofit projects that are already in their planning stage. The ultimate goals of the EAs/TEAs are to add to those projects the identification and implementation of energy management improvements, and to have energy efficiency results reported in the retrofitted project facilities through the Rebuild Iowa Program.

A special emphasis will be given to parties who have not previously been involved in the Rebuild Iowa Program and whose focus is creating new partnerships in Iowa; however, current Rebuild Iowa partnerships will not be discounted from applying.

The party awarded funding will become a partner of the Rebuild America Program and the Rebuild Iowa Program. Rebuild America is a U.S. Department of Energy program that supports the development of community energy efficiency initiatives. Rebuild America is delivered to communities through state energy offices and the Rebuild Iowa Program with Iowa's state energy office being the Department of Natural Resources.

The main goals for Proposal respondents to address are:

- Special consideration will be given to proposals that target a facility(ies) that is(are) part of an Iowa college or university campus;
- Display techniques the community will use to showcase this project by becoming a showcase demonstration site;
- Demonstrate the community's educational efforts to use the buildings as an educational tool on energy efficiency;
- Identify energy management improvements for implementation in targeted buildings; and
- Develop and deliver a schedule for implementation of energy management improvements in buildings.

The EAs and TEAs that will be funded will be conducted in compliance with the Department's most recent Guidelines, which are available upon request or can be downloaded at <http://www.state.ia.us/dnr/energy/MAIN/PROGRAMS/BEM/EBANK/2002%20Energy%20Audit%20Guidelines.pdf>, or at <http://www.state.ia.us/dnr/energy/MAIN/PROGRAMS/BEM/EBANK/2003TechnicalEngineeringAnalysisGuidelines.pdf>.

Local government buildings, schools, and hospitals have the option of also participating in the Department's Energy Bank Program, which offers low-interest financing for energy management improvements that can pay for themselves from the energy saving dollars they generate.

General Requirements

In accepting a DNR contract, the selected contractor(s) must agree to participate in an initial contract consultation meeting and, as appropriate, be willing to meet with DNR staff at key milestones during the project, provide progress reports, and, in all cases, a final report. The final report must include a detailed accounting of all expenditures and any outstanding work products.

Evaluation Criteria

A selection committee comprised of DNR staff will evaluate proposals based on the criteria described in the RFP. A contract or contracts will be awarded judged to be most qualified to deliver services require.

The five evaluation criteria are described as follows:

- ⇒ PROJECT TEAM – Each proposal will be evaluated on the individual experience, capabilities, and anticipated level of involvement of each individual committed to the project. If using a team approach, a list of team members and specific project roles shall be provided. The team may be comprised of members of the firm submitting the proposal as well as provisional staff, but this needs to be clearly indicated. Evidence of each team member's experience and qualifications, as well as resumes, shall be included.
- ⇒ RELEVANT EXPERIENCE – Each proposal must demonstrate the firm's experience in delivering services that correspond to the specific task. Relevant research, technical papers and project summaries will be accepted as evidence of experience. Demonstration of past collaborative efforts among the identified team members in delivering services similar to those described in the proposal should be described.
- ⇒ PROJECT APPROACH – The proposal will be evaluated on a narrative that clearly describes the conceptual plan for performing the specific tasks and addressing the project objectives.
- ⇒ PROJECT WORKPLAN -- The proposal must provide a workplan for the project with timelines for each specific activity. The workplan should illustrate how the conceptual plan described in the project approach will be put into action.
- ⇒ BUDGET DETAILS -- The proposal will describe the total budget for the each task and detailed costs for all applicable aspects of the project including personnel, travel, and administration. An itemized budget including financial involvement other than the Department contract (including "in-kind" contributions.) should be included. Both the amount and percentage of total costs that are federal funds must be clearly stated.

The selection committee will rank the proposals based on the following point values for the five criteria:

<u>CRITERION</u>	<u>Point Value</u>
Project Team	20
Relevant Experience	20
Project Approach	30
Project Workplan	10
Budget Details	20
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TOTAL Possible Points	100

The DNR reserves the right to make no award, if in the judgement of the selection committee, the proposals fail to meet the minimum expectations of the project.

Project Funding

Funding in the range of **\$1,000.00 up to \$20,000.00** is available for individual projects.

Final budgetary and scope of work details will be determined during the negotiation process with the selected contractor(s).

The Department will provide funds to support this project subject to continued funding by the U.S. Department of Energy. In addition, the Department will select the contractor, negotiate a contract, review the quantity and quality of work performed, and issue payments upon completion of the work specified in the contract.

Submittal and Selection Process Timelines

Proposals must be submitted in the format specified in “Attachment A” of the RFP.

Five (5) copies of the full proposal must be postmarked, delivered or emailed to the Department no later than **Friday, June 11, 2004 at 4:30pm**. Proposals postmarked or received after the specified date shall be disqualified from further consideration. Double-sided copies on recycled content paper are preferred. Proposal submission by fax will not be accepted.

Proposals should be addressed to:

Rebecca Spiess
Energy & Waste Management Bureau
Department of Natural Resources
Wallace State Office Building
Des Moines, Iowa 50319-0034
(Program Manager’s Telephone Number: 515/281-5007)
(Program Manager’s Fax Number: 515/281-8895)
(Program Manager’s Email Address: Rebecca.spiess@dnr.state.ia.us)

Final selection decisions will be completed no later than July 11, 2004. The Department reserves the privilege to interview candidates, either in person or via telephone, to assist in making its final selection.

Contract negotiations will take place following the selection process. Please note that contracts over \$25,000 require approval by the Department's Environmental Protection Commission (EPC). If required, it is anticipated that this approval will be sought at the Commission's July 2004 meeting.

Confidentiality

All proposals and their contents are considered public information.

The Department of Natural Resources administers requests for proposals equally to all without regard to race, color, political affiliation, creed, gender, national origin, disability, age, or place of residence.

The Department of Natural Resources seeks to provide opportunities to Targeted Small Businesses in the awarding of contracts. The Department of Natural Resources is authorized to award contracts to Targeted Small Businesses under provisions of the Iowa Targeted Small Business Procurement Act of 1986 and the Iowa Administrative Code. The Department of Natural Resources is also authorized to establish certified Targeted Small Business participation requirements for construction contracts.

Questions

All inquiries relating to this Request for Proposals should be made to Rebecca Spiess. Rebecca Spiess can be contacted at the address previously noted above.

Attachments

Electronic website information regarding Iowa's Rebuild Iowa Program and Energy Bank Program can be located at www.iowadnr.com

ATTACHMENT A: Format for Submittal

Five (5) copies of each proposal shall be submitted containing:

1. Name and contact information (i.e., address, phone, fax, e-mail) of the applicant.
2. Name of the person authorized to bind the contractor.
3. Description of the project team that includes a list of the team members, their specific project roles, and resumes. Sub-contractors or provisional staff members must be clearly indicated. *(Please refer to the "Evaluation Criteria" section of the RFP for additional details for this portion of your submittal.)*
4. Description of the firm's relevant experience, including project descriptions, in delivering services that correspond to the specific tasks and deliverables for which the proposal is being submitted. *(Please refer to the "Evaluation Criteria" section of the RFP for additional details for this portion of your submittal.)*
5. A concise and clear narrative that describes the conceptual plan for performing the specific tasks and addressing the project objectives.
6. A workplan for the project with timelines for each specific activity. The workplan should illustrate how the conceptual plan described in the project approach will be put into action.
7. The total budget for each task and detailed costs for all applicable aspects of the project including personnel, travel, and administration.
8. List of references (minimum of 3 required) specific to the work contained in this RFP.
9. List of addenda if supplementary materials are included in the submittal.